



ID Badge & Key Fob

CITY OF
TERRE HAUTE
OFFICE OF
INFORMATION
TECHNOLOGY

City Hall
17 Harding Avenue
Terre Haute, IN 47807

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DUKE A. BENNETT
Mayor

I hereby acknowledge that on the date shown below I was given a Key Fob an electronic access control for City Hall.

Key Fobs are *ONLY* to be used by the individual it is issued to and *ONLY* used to access City Hall for authorized activities. All use of Key Fobs is logged by the building access control system. Employees must report lost/stolen Key Fobs and ID Badges to their supervisor and IT Department. I understand if I lose the Key Fob or ID Badge, I will have to pay to replace them. Replacement of Key Fob will cost \$15.00 and the replacement of the ID Badge is \$10.00

City Employees **MUST** wear their ID Badges during business hours.

Signature of Employee

Date

Printed Name of Employee

Key Fob Number

Department

ID Badge Number

Access Required: ____ City Hall ____ Court Room ____ MM Break Room
(Note: Court Room Access requires approval by: Mayor's Office, City Clerk's Office or Director of Maintenance)

Approved by: _____

Title: _____

Date: _____